

ATTACHMENT 3

2014 Planning/Assessment Project Narrative Outline Directions – CP Attachment

In a separate attachment (Label as “CP Attachment A” in FAAST), provide a nine (9) page (9 pages total) Project Narrative (Narrative). Place the project title and FAAST PIN number at the top of the first page.

The nine (9) page Narrative includes:

- One (1) page of watershed description and watershed approach (Questions 1 and 2 below);
- Four (4) page narrative to present an overview of your project (Questions 3 through 10 below);
- Up to two (2) pages of maps (see Question 3 below); and
- Up to a two (2) page budget table (use the [Budget Table Template](#) provided). The Budget Table should be submitted as a separate attachment (Label as “Budget Table Attachment”) in FAAST.

Please use at least 11 point standard font, single line spacing with reasonable page margins, and include page numbers. The narrative, maps, and budget table must be submitted in PDF format.

Proposals and information that will **NOT** be reviewed are:

- A submittal (watershed description, project overview narrative, maps, and budget table) that exceeds the page limitations as described above;
- Additional attachments submitted outside of the required information stated in the Narrative Instructions; and
- Project Narratives that not submitted before the deadline stated in the [Solicitation Notice](#).

Attachment A **must** be organized as follows:

Watershed Description and Watershed Approach, One (1) Page (Questions 1 and 2)

1. Describe the physical watershed, including:

- A description of land uses and percentage of each land use in the watershed;
- The relative size of the project area in relation to the watershed (square miles and/or acres, and percentage of the watershed, etc.);
- A description of water quality problems in the watershed and beneficial uses that are impacted; and
- Overall geographic and ecosystem description of the watershed.

2. Describe your watershed approach, including:

- Other activities occurring in the watershed to address the Total Maximum Daily Load (TMDL) related impairment;
- Your participation and/or coordination with the activities of other stakeholders in these watershed activities;
- Related past efforts including how your project fits into a watershed wide effort and the overall progress that has been made to meet TMDL targets and goals; and
- How you involve stakeholders (including agencies) in your project.

Narrative Overview of Project - Four (4) Pages (Questions 3 through 10)

3. Briefly describe the project you are proposing and the work to be done. Additionally, include a list of tasks, a brief description of each task, and the schedule for each. Provide up to two (2) pages of maps showing the project in its watershed context. **The map(s) will not count against the 4 page narrative limit.**

4. Describe how this project will lead to implementation of activities that are identified as high priority actions, or will lead to a significant reduction of a major pollutant source, in an adopted or nearly adopted TMDL designated in the NPS Program Preferences ([Section I](#) of the Program Guidelines). To the extent possible, identify the types of projects that the proposed planning/assessment work will lead to.

5. Technical Approach

Describe/discuss the following:

- The scientific and/or technical basis for your project; and
- How your project identifies a clear plan or process for prioritizing site selection including identifying high priority areas; and
- How your planning project will determine the appropriate management measures (MMs)/ management practices (MPs) and their locations?

6. Monitoring and Assessment

Describe/discuss the following:

- How you propose to monitor and track the progress of the project to completion (e.g., identify milestones, decision points, project management methods and tools, etc.) including with respect to TMDL compliance, if applicable.
- When and how adaptive management will be employed in the project.
- If water quality or biological data will be collected as part of the project or to assess project effectiveness, please identify the specific purpose of the data, data metrics, and collection methods. Data formats and the Quality Assurance Project Plan (QAPP) must be comparable to the Surface Water Ambient Monitoring Program (SWAMP) template. For more information on

SWAMP comparability go to: <http://swamp.mpsl.mlml.calstate.edu/swamp-comparability>].

7. Experience and Expertise

Describe your Project Team's (including partners and consultants) relevant experience and expertise to design, develop and complete a successful project by addressing the following:

- Technical expertise to carry-out the project successfully;
- Administrative expertise to carry-out the project successfully; and
- Relevant experience and success in carrying out similar projects.

8. Readiness to Proceed

Discuss/describe the following with respect to your readiness proceed with the project:

- Any data needs and identified data gaps and a process for addressing them.
- If applicable, describe any permits and/or landowner agreements that will be required and how you plan to secure them.

9. Adaptability/Transferability

Discuss the following:

- How readily your project may be transferable to other watersheds or regions (if applicable).
- How your project has been adapted from a past effort and how your project utilizes established techniques (if applicable).

10. Budget

Complete the budget table showing the costs of the major work tasks, budget categories (e.g., estimates of personnel, consultant, laboratory costs, etc.), and anticipated sources of funding (CWA 319(h) grant or matching funds). Use the [Budget Table Template](#) provided. **The table will not count against the 4 page narrative limit.**